

**MINUTES HADLEY SCHOOL COMMITTEE
POLICY SUBCOMMITTEE
HADLEY PUBLIC SCHOOLS
HADLEY, MASSACHUSETTS 01035**

DATE/TIME/LOCATION: August 5, 2015, 3:00 PM, Office of the Superintendent

Hadley Public Schools – We are guided by the mission to provide a safe and supportive environment that fosters cooperation, critical thinking, creativity, and integrity; and educating students to contribute positively to a global society.

- I. **Call to Order** Linda Dunlavy called the meeting to order at 3:05 PM. Fasihuddin and McKenzie were present.
- II. **Review of Nonunion Personnel Handbook** The policy subcommittee recommends the following revisions to the Nonunion Employee Handbook: 1) both calendar year and full year employees will be eligible for one floating holiday; 2) all employees covered by this handbook will receive 3 personal days and up to one unused personal day may be accrued as sick time. Legal counsel has made additional recommendations for revisions. Once legal counsel is done reviewing the document the School Committee will vote to approve the handbook.
- III. **Review/Update of Additional Policies as Recommended by Counsel** Legal counsel recommends replacing the Massachusetts Maternity Leave Act with the Massachusetts Paternal Leave Act. Policy subcommittee recommends revising GCCR-2 to reflect changes in statute. Policy subcommittee discussed Earned Sick Time. At this time Policy Subcommittee does not recommend adoption of the law as it requires adoption and appropriation by the municipality. Policy Subcommittee is interested in school department exploring allowing employees to use sick and personal time in hours rather than requiring the use of a half day or full day. The school department has started the process of developing a database that will track employee accrued time in hours. The school department will keep the committee apprised of the effectiveness of the new system.
- IV. **Meeting Adjourned 3:22 PM**